
BUSINESS SYSTEMS EXECUTIVE – EXPORT (1 YEAR FIXED TERM)

Job Description

This fixed term (1 year) role of Business Systems Executive here at Seymour will see you supporting the International Operations team within the International department whilst key members of the team form part of a company-wide systems project. Your key responsibilities in this role will include ensuring accuracy through our business systems and processes, ensuring our copies are effectively transported by our freight forwarders, and providing reporting support to the wider account management and finance teams. You will be part of a wider cross-functional team, where our services allow our clients to get their skilfully curated and beautifully created magazines into the hands of consumers across the globe, allowing people to be entertained, informed, inspired or simply enjoy reading about their passion.

Key Accountabilities

In conjunction with the Business Systems Controller and the International team:

- Regular communication of reports, information and promotional briefs to overseas distributors.
- Implement any changes on order management as requested by the Sales Development team or distributor.
- Monitor and maintain purchase order system
- Responsibility for the timely review of sales estimates, particularly in the US and Australia, against information and data received from outside parties, and for ensuring that action is taken by the Sales Development Managers where material differences are identified.
- Quarterly reviews of sales efficiencies, specifically in the US, with a view to making recommendations on supply levels for approval by the relevant Sales Development Managers.
- Monthly review of titles/issues about to go to final sale with zero returns, to include liaison with the returns team and the overseas Distributor.
- Setting and analysing local selling prices in accordance with Company target margins and Publisher contracts, in conjunction with the Finance Department.
- Investigating and resolving distributor and freight forwarder queries.
- Develop excellent working relationships internally, with overseas distributors & freight forwarders.
- Liaising closely with Logistics functions for SIL Sales Development Managers.
- Providing cover for the Business Systems Controller to include attendance at Export Management meetings, liaison with the Finance Director, Managing Director, International Director and the wider Senior Management Team.

Who Are You?

- A team player, who is good at building trust and long term relationships
- You are self-motivated, well organised and good at meeting deadlines
- A strong communicator, good at getting your point across clearly and concisely
- You are also a good listener, have empathy and understand how to get the best out of those around you
- You have strong analytical skills, are inquisitive about data, with an eye for detail

What's In It for You?

Seymour is part of The Frontline Group owned by two of the world's leading publishing companies; Bauer Media and Immediate Media Company. We enjoy what we do and succeed by what we achieve as a team and what we do together. Based in Smithfield's in the heart of London it's a great place to be and we have an active Social Club that organise great events. The role also comes with:

- A competitive package
- Flexible Benefits

- 25 days holiday per year
- Pension scheme

About Us



As part of the wider Frontline Group you will be working for the market leading UK Distributor and the biggest global exporter of magazines. We account for 60% of magazine revenue in the UK so in your career you will have the opportunity to work with some of the most exciting and iconic magazines brands, as well as working on titles that operate with highly engaged and passionate audiences. Our teams are made up of the most talented and widely respected people in our industry and are seen as the experts in their fields. At Seymour we are passionate about other people's passions and embrace the wide variety of different interests, hobbies, sports and genres our readers love and with over 130 Publishing Clients and more than 1,000 magazine titles, life at Seymour is always exciting, rich with diversity, it can be challenging but always very rewarding.

To learn more about our company and our great people visit www.seymour.co.uk

If you feel you want to work in a dynamic and exciting environment please send your CV along with a covering letter to

<https://app.smartrecruitonline.com/p/job/Business-Systems-Executive-12194>

The deadline for applications is the 2nd August 2019